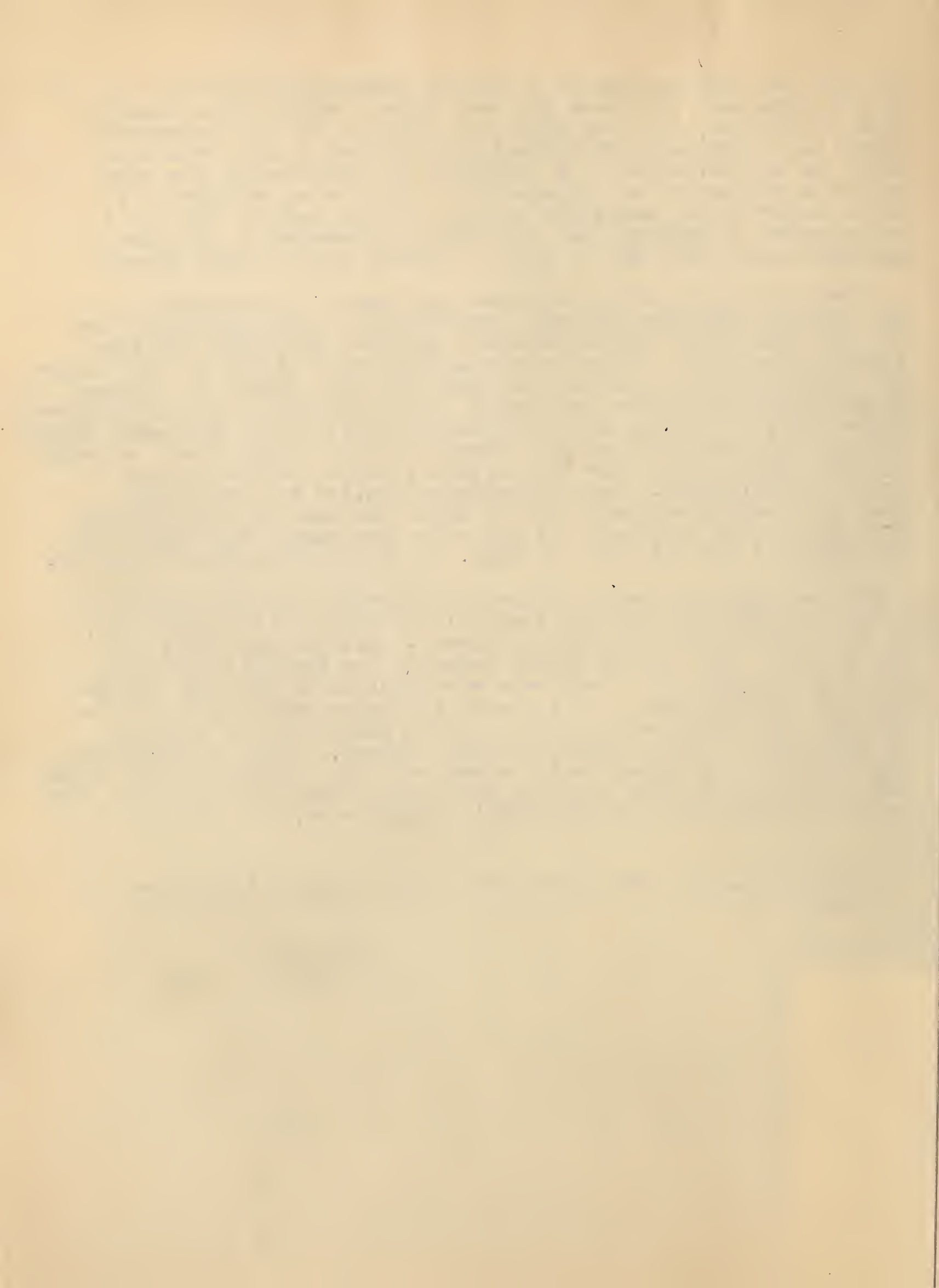


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# LIBRARY

U. S. DEPARTMENT OF AGRICULTURE

## Newsletter

January 22, 1914

Vol. 2, No. 1.

The principal excitement in connection with the Main Library this month is the prospect that, always providing ~~that~~ plans are not changed, it is to have another moving day next summer or fall. Plans and contracts have been completed for the erection of a new eight story building for rental by the Department, on B Street, a few doors from 14th. The contract calls for the completion of the building by August 31 when we shall probably be asked to move in with expedition. Unless there is a change of plan, which is always possible, as proved by past experience, the Library is to have the first floor of the building, with some room in the basement. It will not have very much more room than here. The demand for space is very great, and the authorities feel that there is much dead material in the Library which should be discarded before moving into new quarters.. As planned at present we shall have more work room and an unpacking and sorting room in the basement, both of which will be great gains. All the work rooms and reading rooms will be above ground and ought to be tolerably light. The space for books, also can be used to greater advantage as it is not cut up into small rooms. It is suggested that the library staff take their vacations early in the season, so as to be in good condition for a rush to the new building on September 1st.

As you may have read in the papers, the Secretary of Agriculture has appointed recently a Commission to investigate the present meat situation, consisting of Dr. Galloway, chairman, H.J. Waters of Kansas, C.F. Curtiss of Iowa, H.W. Mumford of Illinois, Drs. Melvin and Carver of this Department. Dr. Galloway has asked the Library to prepare a bibliography of the subject, the items to be sent to him in small lots as we are able to get them together, and to be accompanied, whenever they are of sufficient value, by an abstract. We are now going over the current papers for such articles, and will examine the older literature as fast as we are able to do so.

The Main Library, and this is doubtless true of the Bureaus also, is having a specially busy season just now. The Loan Desk reports a record breaking circulation this month, usually in the neighborhood of 200 a day, and four times exceeding that number. The heavy work here means that the Catalogue Division is called on to help out and this helps to keep that Division from making headway with its work. Other conducting factors to congestion there, having been Christmas vacations, the work of changing numbers on the cards for botanical books, which, together with the extra loan desk work, occupies the time of two cataloguers,





and the influx of books from the Bindery, which while welcome, has taken one cataloguer most of the time for several months. About 600 books have come back from the Bindery since Thanksgiving, and there are still about 550 there. The Periodical Division reports that periodicals are being published with astonishing rapidity, and they are rushing all the time to keep up with them. If the bureau libraries think that we are slow in attending to their needs, will they please consider these things and let us know what they would like to have done first. The Loan Desk would appreciate it, however, if "Rush" requests were reduced to the minimum, that is, those requests which have to be filled while the messenger waits.

Probably you all know that the American Library Association is to meet in Washington this year, May 25-30. Those who do not belong to them will wish, of course, to join both the A.L.A., and the D.C. Library Association, prices, \$2.00 and \$1.00 respectively. The district association, we believe, does not expect to do much in the way of entertaining the A.L.A. people. They are, however, intending to provide badges for all District librarians to wear to show that visitors may ask them questions. It will be well to read up the guide book just previous to the meeting. The Agricultural Libraries Section had no formal meeting at last year's A.L.A., but expects to have one this year. The A.L.A. headquarters are to be at the New Willard, but the general sessions, probably four, will be held at Continental Hall.

The Department's Weekly Newsletter for Jan. 28 has an article entitled "Naming fruits and vegetables correctly" which calls attention to the work of the Bureau of Plant Industry in nomenclature. The following, which, we suppose, referred to the work begun by Prof. Ragan, and carried on since his death by Prof. Lake is interesting "There is now being compiled a complete history of the different varieties of fruits in this country, their origin and development. There is also being collected interesting and instructive biographical information regarding the scientists who have materially aided the development of the American fruit industry."



LIBRARY

U. S. DEPARTMENT OF AGRICULTURE

Newsletter  
February 19, 1914  
Vol. 2, No. 2.

We mentioned last month that the Library had been asked to index for the Assistant Secretary, articles in current periodicals on the meat situation. This work is going on, and in accordance with a later request of the Assistant Secretary we are also indexing articles on the rural credit bill recently introduced into Congress. Miss Mary G. Lacy is doing the work.

The Bureau of Plant Industry is preparing an index of American phytopathology to appear currently in Phytopathology as an author list, beginning Jan. 1, 1914. It is to include Canadian, South American and Central American, as well as North American phytopathology, and references to horticultural and farm journals as well as scientific periodicals. The cards will be cumulated in one alphabet in the Bureau of Plant Industry and subject cards filed there, though they will not at present be published.

It may be of interest to know that the Office of Forage Crop Investigations is indexing the literature of sorghum, and that it already has an index to clover.

The Bureau of Plant Industry library has presented to the Department Library the slips on which are copied references from the Index to tropical agriculture, formerly published each month in the Tropical Agriculturist. The list is arranged under the name of the crop - Coffee, Cacao, etc., and we believe it will be very useful for reference, although it would, of course, be more so if it were kept up to date. The index was discontinued in December, 1910.

We wish to urge the members of the Staff of the main Library and the Bureau libraries to help in keeping the two Reading Rooms - the Reference Room and the Periodical Reading Room, as quiet as possible. At times there is a great deal of talk<sup>ing</sup> going on in these rooms, often in rather loud tones. It is usually on official business but even then it is apt to be disturbing and to create a bad impression. This care should be extended to the rooms adjoining, as well. We often think because we are not seen we are also not heard, but this is not always the case. Please do not get behind the catalogue case and have little visits, and be especially careful in the Periodical Reading Room, and in the neighboring rooms which are not separated from it by closed doors. The attendance in the Reading Rooms has recently been unusually large. It is therefore especially important that we endeavor to keep the rooms quiet. Also, please be as quiet as possible in the work rooms. They are crowded and conversation, especially in a loud tone, even though on official business, is apt to be disturbing. Long conversations should preferably be carried on in the corridor or in one of the stack rooms.

There is now on hand a supply of the blanks for recording circulation in the Bureau libraries. One or two changes have been made in accordance with suggestions from the branches.







Miss Harriet Eliass has resigned from the Library staff and returned to the New York Public Library, in which she was employed previous to her appointment here. Her place is temporarily filled by Miss Styron.

Miss Magdalene R. Newman, a cataloguer in the National Museum library has been appointed to a position in this Library and will begin work March 15th.

A slight change has been made in the routine treatment of new books, by postponing the labelling, perforating, etc., until after the book is catalogued. We hope in this way to avoid such disagreeable incidents as the placing of our marks of ownership in books borrowed from other libraries, and in books afterward found to be duplicates, or in those which we desire to return to the dealer for some other reason. These cases have not been numerous, but rather embarrassing when they occurred.

The Library of Congress Card Section is trying to devise some scheme for indicating on its printed cards which headings of those suggested at the bottom of the card, are in use by the Library of Congress, for the benefit of those libraries which follow the Library of Congress subject headings. We believe that they have decided to place in brackets the ones that the Library of Congress has not used, and, in cases where the heading agrees with theirs in part, to adopt the following device: To enclose in small inferior square brackets the words in the heading which are not accepted by Library of Congress and in small inferior curves the words which are used by the Library of Congress and not by the other Library. For example:

Agric. heading: Apple - Varieties  
L.C. heading: Apple.  
Composite:heading:Apple - [Varieties]

Bur. Educ.heading: Language - Study  
L.C. heading: Language - Study and teaching  
Composite heading: Language - Study and (teaching)

The American Library Association committee on binding has, as you may have noticed in the Library Journal, recommended the use of cloth bindings rather than leather for all books except those which are in constant use. In accordance with this recommendation we are planning to use cloth for our bindings to a greater extent than heretofore, and are even considering changing some of the sets of our periodicals which have been begun in half leather.

It would be a great convenience to the main Library if those who send in requests for the borrowing of books from other libraries and who have occasion to ask for a book of which our own Library possesses a copy, would make a pencil note of the reason why our copy is not available, such as "Dept. copy at Bindery." If this is not done, the person who looks over the requests finds that we have the book or periodical and is obliged to make again all the inquiries as to why it is not available, for the chances are small that she is the person who looked it up the first time.



In accordance with the plan agreed upon at the last staff meeting, minutes of the meeting have been prepared and a copy of them is being circulated with this letter. The copy will later be on file in the main Library where it may be consulted at any time.





U.S. DEPARTMENT OF AGRICULTURE

LIBRARY

NEWSLETTER

March 12, 1914

Vol. 2, No. 3

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The last staff meeting having been held only three weeks ago, and the Newsletter for that meeting being only now circulated for reading, it can hardly be expected or desired that this letter be very long. There have been very few occurrences of interest since February 19, except snow storms.

Miss Freeman of the Main Library is now crossing the ocean on her way to Italy where she will stay for some time, possibly a year, perhaps not more than six months. We expect that she will return to the Library again, however, when she comes back to this country. Miss Minnie E. Burke has been appointed in her place.

Will branch librarians and others to whom letters are referred, for their information, by the Dept. Library, please place on the letter itself, rather than on the attached slip, the information that the contents have been noted. There will then be no question in the future as to whether or not it has been seen by the proper persons.

The Bureau of Plant Industry Library about a week ago sent out the following circular to its periodical circulation list:

MEMORANDUM CONCERNING DUPLICATE PUBLICATIONS

The Bureau Library receives a number of duplicate periodicals and Experiment Station bulletins which are not wanted here nor at the Main Library. The Librarian would be glad to have any who might make use of such material for field or personal use come to the library to examine the list.

E. R. Oberly,  
Librarian  
Bureau of Plant Industry.

Many responses to this letter have been received. From the list of 32 duplicate periodicals, mostly farm journals, they have had applications for twenty already, and the opportunity to examine the duplicate station and department publications and take what is wanted, seems to be greatly appreciated. There have been a few who have been in the habit for some time of coming in and helping themselves to this material. They seemed to appreciate it so much that it seemed only fair to give others a chance to do it too.

The Bureau of Plant Industry Library reports that it is preparing



a classified mailing list for use in the distribution of the separates of B.P.I. contributions to the Journal, of Agricultural Research and the professional papers in the Bulletin series. These professional papers are more technical than the other bulletins, though not sufficiently original material to appear in the Journal, so that, in B.P.I., at least, they will not be distributed as are the other Bulletins in the series, but on the same plan as the Journal separates. It might be of interest to the librarians to know also that Farmers' Bulletins are no longer distributed to Bureau or Divisional lists, but to a general Farmers' Bulletin list maintained by the Division of Publications. Now any one ~~who~~<sup>to obtain, as usual,</sup> wanting Farmers' Bulletins on any subject will be obliged to receive them all.





Memorandum Concerning Duplicate Publications.

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E. R. Oberly,

Librarian  
Bureau of Plant Industry.



U.S. DEPARTMENT OF AGRICULTURE

LIBRARY

NEWSLETTER

April 9, 1914  
Vol. 2, No. 4

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At the meeting of the American Library Association in this city May 25 to 30, there will be a session of the Agricultural Libraries Section, (probably Wednesday morning) and a joint session of the League of the Library Commissions and the Agricultural Libraries Section (probably Thursday morning). The program for the first is still somewhat nebulous, but the main topic is to be "Opportunities for the Agricultural Libraries Section", and it is expected that a question box will be one feature and that there will be two or three papers, one of them possibly on "Agricultural Periodicals". The joint session will be devoted especially to rural libraries, and it is expected that Professor Spillman will have a paper on "The County agent in his relations to rural library work". There is also planned a statement ~~XX~~ in regard to "Present state systems of library work for rural communities" by representative commissions in the East, Middle West and West.

In connection with the conference, the A.L.A. Bulletin announces that there will be an exhibit of labor saving devices at the Public Library. Librarians are asked to send word as soon as possible to Mr. C. Seymour Thompson, Asst. Libn. of the Public Library, of any machines or devices which they know to be good or which they would like to have an opportunity to inspect. Efforts will be made also to exhibit as much as possible of special ~~devices~~ library equipment not strictly in the class of mechanical labor saving devices, such as book dummies, book supports, catalog ~~equipment~~ appliances, charging desk equipment, magazine holders, newspaper holders, newspaper files, perforating machines, shelf labels and label holders. Mr. Thompson will also be glad to hear of any time saving methods which libraries have adopted. Any of those present who have any such ideas or devices are urged to let Mr. Thompson know about them.

In the future the Copyright Division of the Library of Congress is to receive only one copy of foreign copyrighted books, so we cannot expect to get any more foreign books from that source for our library.

We have the following notes (~~too numerous~~) in regard to changes in the staff of the Main Library:

Miss Olcott left the Library on the first of April and is to be married on the 15th. Cars leave Georgetown at this end of the Aqueduct bridge at 6.25, and go to Bon Air station. A special car leaves Bon Air <sup>in Washington</sup> at 9.30.

Erwin Schuler has just left us to go to West Virginia to learn Fruit growing





Miss Knepper expects to be able to return, after an absence of five months and a half, on account of her health, and begin work again on April 15th.

Miss Anna L. Cowden has recently been appointed to a position in the Library, and has charge of the correspondence files.

Miss Wilkins is taking Miss Olcott's place in charge of the work with serials, and is combining with this the care of the foreign mailing list thus coordinating the exchange work in a very desirable manner. The "Continuation list" which shows what serial publications we are receiving now stands side by side with the "Consolidated foreign mailing list" which shows to what addresses publications of the Department are being sent.

It has been suggested that members of the Main Library staff, after using a catalog drawer, unless they are in great haste, push the drawer in, or replace it if it has been entirely removed. This will keep the catalog looking better and will be easier for the next person who wants to use it. Some one has to do it, why not you?

The Army appropriation bill now before Congress after passing the ~~SENATE~~ House received the following amendment ~~in the Senate~~ *to the appropriation for*  
~~"For the Library of the Surgeon General's office, including the purchase of necessary books of reference and periodicals, \$10,000~~  
"Provided, That on or before January 1st, 1915, said library shall be transferred to and become a part of the Library of Congress, and so much of the amount herein appropriated as may be necessary is made available for paying the expenses of such removal."  
The bill has to go back to the House now for conference, and the amendment may or may not be adopted.



U. S. DEPARTMENT OF AGRICULTURE

LIBRARY

Newsletter

May 14, 1914

Vol.2, No.5

The Library news, since the announcement that we are to move next Fall, has consisted mostly of resignations. We are happy to think, however, that there are other reasons for some of these. Miss Gertrude Gilbert left us last week and expects to be married soon. Miss Burke left us after a very short trial, for the Weather Bureau library. On the other side of the scale, we are very glad to be able to say that Miss Knepper has come back to us again in good health after her absence of several months at her home in Idaho. Miss Henrietta S. Riggs, at present in the Library of Congress, has been appointed temporarily.

The Library's "Rules for inter-library loans" have just been reprinted with a few changes and in a different form. They are, of course, principally of interest in connection with out of town loans, which are attended to by the main Library, but any one who would like to see them is welcome to a copy.

The D. C. Library Association is having badges prepared for its members during the A.L.A., to signify to visitors that they are willing to answer questions. Perhaps they will not always be able to do so. Some study of the Standard Guide is recommended. The Department Library is just ordering a copy.

Most of the work of changing the classification numbers for the botanical books has now been done. Miss Warner and Miss Atwood are, however, waging a war on reprints and inducing us to take them off our shelves and file them in the reprint collection, even though they have already been catalogued. In these cases we are leaving the cards, with subject and author, in the main catalogue, indicating that the pamphlets are in the reprint collection. There are no cards for them in the special list of reprints, which is kept in the four drawers in the southeast corner of the catalogue cases. The shelf list cards are, of course, withdrawn.

A new scheme is to be instituted at the Periodical Desk for keeping track of publications requested. Heretofore the carbon copies of the letters have been kept arranged by date, a note of the date being made on the continuation slip. Now they intend to have the letters filed, but to keep a little card list of the publications asked for, alphabetically arranged. In order to prevent the overlooking of requests which are not answered, they will place on each card a "steel signal" (a little metal clip that stands up above the card) with the name of the month on it. Every once in so often the list will be looked over and those which are too old will be investigated.

In the February Newsletter we spoke of the plan of the L. C. Card Section to indicate on the printed cards which of the subject headings are used by the







L. C. This is done by putting brackets around the headings or parts of headings which they do not accept, and curves around the L. C. headings which the other Library does use. When, however, the headings are synonymous they are both given the same number, and the L.C. heading has no curves around it, but the other heading is bracketed:

1. Insects, Injurious and beneficial. 1. [Entomology,Economic]

A further development along this line is that in each case where there is a difference, we are to consider "getting together" on it. This Library will first be asked whether it will change to the L.C.Heading, and if it will not, the L.C. catalog division will be asked what it will do. It is not expected, of course, that we can agree on all cases, but on many we no doubt can. This Library feels that it would be a great advantage if it could reconcile the different sets of subject headings which it uses. Perhaps you do not all know that we use three different schemes of subject headings - one in our Main catalogue, one for the cards for Department publications, and one for the four sets of agricultural periodicals for which we print analyticals. Of course, before any of the cards in the last two classes are put into the main catalogue, the headings are made to conform, but these differences must be puzzling to other libraries, if they try at all to follow our usage. We intend, when we do accept any changes suggested by the L.C., to make the changes in all these sets, and thus hope to approach a little nearer to uniformity.



U. S. DEPARTMENT OF AGRICULTURE

LIBRARY

NEWSLETTER  
October 16, 1914.  
Vol. 2, no. 6.

Since the last staff meeting in May, nearly all of us have had our vacations and are back again ready, it is to be hoped, for another year's work. At least one went to Europe and two to California. Fortunately the war did not catch any of us on the other side of the water. The last letter from Miss Freeman, who left the library last spring for a year in Europe, was written in August, and said that she was in Paris, which was as quiet as a New England village, and would, they thought be the best place to stay in during the war. It probably became more exciting after that, and they may have changed their minds about staying there.

One of us had the pleasure of visiting Miss Josephine Clark, formerly librarian of the Department and now librarian of Smith College, at her summer home in Chesterfield, Mass., which her long college vacation gives her a good chance to enjoy. She seemed well and cheerful and inquired about you all.

There have been several changes in the library staff during the summer. Our third and, we trust, our last loss by marriage in 1914, occurred when Miss Lyman resigned, to be married in August to Mr. Weiss. She has come back to Washington to live and promises to visit us sometimes. The Office of Markets Library took away from us one of our messengers, George Happ. His place has been taken by Morton Anderson. Miss Catherine E. Pennington was appointed to the Library last spring, and is cataloguing. Miss Violet Lawrence is assisting us temporarily as a stenographer. The Bureau of Plant Industry Library is to lose one of its assistants on November 1st. Miss Ethel Lacy goes to another office of the same bureau which has not before had any librarian of its own.- the Office of Farmers' Cooperative Demonstrations, Northern and western states. It has previously been served by the Farm Management Library, but with the new arrangement of the office will need a special assistant. Miss Carrie Sherfy has recently been appointed as an assistant in the Dairy Division Library. She comes from the Office of the Superintendent of Documents.

Miss Harriet Stanley, who was in our library for a year or two not long ago, has been made librarian of the Hamilton Smith







Public Library, Durham, N. H. This is both the library of the N. H. Agricultural college and the public library for the town of Durham. We shall soon have quite a representation in the agricultural college libraries - Miss Harriet Sewall is in Minnesota, Miss George in Oregon, Miss Jones in Virginia, and Miss Sherwood in Iowa.

The moving of the main library to the new building on B St. is the most prominent topic in our minds at present. The building, or at any rate the first floor which we are to have is promised by the 1st of December. They are doing the plastering now, and it looks as though we could really begin to move at that time. Miss Barnett is going to tell you more about our plans.

The American Library Association met in Washington the last week in May, and happened to get a very good sample of Washington summer weather, in spite of which drawback the meeting was a successful one, and the largest of the Association. The two meetings of the Agricultural Libraries Section were interesting and profitable and well attended. The things which were done and the papers which were read are written in the chronicles of the A. L. A., a copy of which can be borrowed from any one who is a member of it. The week was an exceedingly busy one for all district librarians, for there were many visitors and we wanted to show off as much as possible, and at the same time we all wanted to go to the meetings. The next A. L. A. is to be held on the Pacific coast.

During the summer the demand for more space for some of the offices in this building became so urgent that the library was asked to part with one of its rooms. As we are to move so soon, Miss Barnett consented to the sacrifice, and we have accordingly given up the last room in the south wing, in which we had shelved most of the horticulture and miscellaneous literature, classes

80 to 145. The shelving and most of the books have been moved out into the corridor. The shelving is not all available for use here and some of it is merely stored. In order to make room for the books it was necessary to discard some of our government documents, and we sent back to the Supt. of Docs. the volumes of the congressional set up to the 50th Congress. In the space thus gained and on the extra shelves taken out of the room we are able to accommodate most of the books.

While the Bur. of Stat. was in the building now occupied by Ent. and Biol. Survey, it had stored in the attic there a large number of unbound statistical and trade periodicals. A year or two ago these were moved to and stored in the Union Building on G St. where they have been since. The space there is needed for other purposes, and the periodicals were not in shape to





be available for reference there. The proposition was made that all the journals be discarded. We could not, however, think that this would be justifiable, as some of the material was valuable and not duplicated in any other part of the Library. We have therefore been going over the list to see what we needed to keep for permanent use, to complete sets, etc. Many of the periodicals would be available enough for our use if in the Library of Congress. We therefore sent the list to them to see whether they needed any of the volumes, and whether they already had files. They selected very little, however, and some of the journals they do not have at all. So, although great piles of these papers have been destroyed, and some others selected to keep in the library, there are still a goodly number remaining to be decided about. They should be available in the city, and we hardly know where we can find room to store them, but probably we shall discover a spot for them somewhere.

The work of changing the classification of botany has now all been done and just at present Miss Warner and Miss Atwood are finishing the good work by reading the shelves in these numbers with their shelf list and our file of charge cards.

The Bureau of Chemistry Library on the discontinuance of some of its laboratories has had returned to it a large number of valuable chemical books and periodicals. Of these it has selected those needed for other labs. or in the bureau library, and has turned the remainder over to the Library. We have selected a good many for which we have frequent calls to keep in the Library. These are nearly all duplicates, but it will be a great convenience both to us and to the Bureau of Chemistry to have an additional copy here so that we shall not need to borrow so frequently from the Bur. lib.

Miss Barnett makes the suggestion, in regard to which she will probably say more, that written memoranda be more largely used in the library. Of course these will not in all cases take the place of an explanation by word of mouth, but they will do so sometimes to the saving of time of both parties, and it is a great convenience to the person who is asked to attend to a matter to have a written reminder of what is to be done, in addition to any verbal explanations which may be necessary. Unless one's memory is exceptionally good he has to make a written note anyway. The suggestion is also made that a whole sheet of paper be used for such notes, instead of a slip which is very easily lost. Miss Barnett wishes that this might be especially observed in the case of notes to her. It is much more convenient for her to have the note on a sheet which can be put with the letters to be answered.

There have been in the Bureau of Plant Industry Library, besides subject catalogues, two separate author catalogues, - dating back to the days before the formation of the bureau. One of





them is the consolidated catalogue of all bot. works in the district prepared by the Office of Taxonomic investigations, the other a catalogue more especially of plant diseases, begun by the Div. of veg. pathology. These different cats. are described in B. P. I. Circ. 87 by Miss Atwood. The intention now is to consolidate the two author cats., throwing out the duplicate cards, so that there will be only one place to consult for author entries.

There has naturally been this summer a good deal of uncertainty as to the receipt of foreign books and periodicals. We are glad to say that on the whole the periodicals seem to be coming with more regularity than might have been expected. The packages from our agent for foreign periodicals have indeed been rather slim, but a good many journals are coming regularly, and yesterday an immense package was received containing back numbers of some of the periodicals, both French and German. We are uncertain about the order for next year's periodicals. It will be very difficult for dealers to make bids on them, as is usually done, for the publication of some of them will very likely be discontinued, and prices of others may change, others it may not be possible to deliver. We are going to try to obtain an authorization for the continuance of the present list of periodicals from the dealer now supplying them - only those actually received to be paid for. Whether this will be allowed or not, we have not yet heard. The following letters from G. E. Stechert and Co. may be of interest. (See letters of Oct. 10 and 15.)

DISTRICT OF COLUMBIA LIBRARY ASSOCIATION.

The first meeting for the year 1914-15 will be held at 8:15 p. m. on Wednesday, October 21, in the Children's Room of the Public Library.

Mr. Ernest Kletsch, of the Library of Congress, will give an interesting account of the International Exhibition of the Book Industry and Graphic Arts, held at Leipzig during the past summer, and especially of the American Library Association's very successful part in that exhibit.

The remainder of the evening will be given over to informal social entertainment, with music and refreshments.

October 14, 1914.

C. SEYMOUR THOMPSON,  
Secretary.

E. B. Hawley  
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